



## **JOB DESCRIPTION**

Position Title: **Chief Inspector**

Working Area: **Plumbing & Mechanical**

Class Code: 3306

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

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### **Major Function**

Supervisory work in the enforcement of applicable building codes in the unincorporated areas of Seminole County through enforcement of applicable plumbing and mechanical codes.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Plans, organizes, supervises and provides technical assistance to Plumbing and Mechanical Inspectors to include the establishment of standard operating procedures. Assigns areas to be inspected and recommends changes or reassignment of field inspections to insure the efficient and effective operation of the inspection function.

Reads and interprets construction plans or drawings as may be necessary to accomplish work programs. Investigates complaints and interprets code questions. Reviews reports received from subordinate inspectors. Develops forms, as needed, to expedite the field inspection function.

Initiates, and effectively recommends to the Building Official, for final approval by the Department Director, hiring, termination, performance evaluations, disciplinary and/or commendatory actions for assigned personnel. Provides training and instruction to assigned personnel.

Coordinates inspections with specialists, i.e., Fire, Electrical, and/or Building Inspectors. Assures the uniform application of all plumbing and mechanical inspection processes.

Advises the Deputy Building official and/or Building Official of any field conditions which are potentially hazardous and/or controversial. Makes recommendations to resolve any conflicts between inspectors and the public regarding code violations.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Thorough knowledge, training, and experience in the utilized in plumbing and mechanical construction, inspection, and in the examination of plans and drawings. Through knowledge of the Standard Plumbing and Mechanical Code and Energy Efficiency Building Codes. Considerable knowledge of local laws, County Codes, and/or State Statutes governing plumbing and mechanical construction.

Ability to work effectively with the general public, building trades, and other County Departments. Ability to read and interpret blueprints or other construction plans and drawings. Ability to communicate effectively both orally and in writing.

Must possess good customer service skills.

High School Diploma or GED and 10 (10) years experience as a plumbing or mechanical inspector, master plumber, or mechanical engineer. Five (5) years of which must have been in a responsible supervisory position.

Must possess and maintain a Master Plumber's Certificate of Competency. Must be certified by the State of Florida as a Plumbing and Mechanical Inspector as defined by Florida Statute 468.

Must possess and maintain a valid Florida Driver's License.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

This position performs some office duties, however most components of work are performed outdoors in all weather conditions. Incumbent must have the physical ability to climb, erect, carry, and descend safety rated extension ladders. Must have the ability to climb and descend construction scaffolding. Incumbents in this classification would be exposed to dust, dirt and fumes found in a construction area. Incumbents must follow safety procedures carefully.